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**Thomas J. Sadowski**  
Director  
Division of Accounting

## **MEMORANDUM**

**TO:** Agency Payroll Officers

**FROM:** Division of Accounting

**DATE:** May 15, 2006

**RE:** FYE 2006 LDPR Changes

Because the Labor Distribution Profile (LDPR) table reads the Expense Budgets that are maintained in the SAM II Financial System, LDPRs cannot be updated with new accounting codes until those Expense Budgets are loaded with FY07 data. Information Technology Services Division (ITSD) can download the current LDPRs for your agency that are in the HR system. These will be provided at the Agency level in a file or diskette in Access 2000 Database format **at the request of the Agency**.

Agencies can make LDPR changes for FY07 in one of two ways:

- Manually in the online HR system, once the system is available, after the Expense Budget Load process has completed, using an effective date of 6/16/06, **OR**
- Make any expected **changes or additions** for FY07 LDPRs to the file or diskette, and then return to Kristen Eisterhold in ITSD, HST Room 280. Any changes or additions made online after creation of the file or diskette should also be changed or added to the Access file since it was not included upon creation of the file. **If your agency is utilizing the automated mass transfer process where LDPR codes will change, you MUST use this option.**

All LDPR **expirations** will need to be done online by the agencies after the FY07 LDPRs are loaded to HR regardless of the choice above. Agencies should expire any remaining unused LDPRs.

ITSD will load the files of updated LDPRs from these diskettes as early as July 1, upon completion of the Expense Budget load in Financial. The deadline for submission of the corrected database diskette or file is Thursday, June 29<sup>th</sup> at Noon. Any diskettes not received on time will need to be keyed manually, by the agency, prior to pay cycle run time on July 6th. Any LDPRs that reject will be forwarded to agencies for manual online corrections prior to paycycle that runs the evening of July 6th.

Financial System downtime does not directly impact the availability of the HR system. However, any ESMT, AGYS, LDPR, or PSMT changes that will require **new** FY07 information will be dependent on the timing of the Expense Budget load into Financial. Agencies that use Reporting Categories in their LDPRs should also ensure that the RPTG table in Financial has been updated **prior to June 30<sup>th</sup>**. Agencies will be notified by the HR email distribution list when the HR system becomes available. **The entry period to process timesheet entry for the June 16-30 pay period is very limited.** Pay cycle will begin at **6:00 p.m.** on Thursday, July 6th.

To request your LDPR Access 2000 Database file, please contact Kristen Eisterhold at 573-522-1837 or [Kristen.Eisterhold@oa.mo.gov](mailto:Kristen.Eisterhold@oa.mo.gov) . If you have other questions, please contact Vandee DeVore at 573-522-5863 or [Vandee.DeVore@oa.mo.gov](mailto:Vandee.DeVore@oa.mo.gov) .